

Coastal Ecosystem Resiliency Project Grants Application Checklist
FFO# NOAA-NMFS-HCPO-2004410

Eligibility (See FFO Section III)

- ☐ My organization is NOT part of a federal government
- ☐ My project includes 2:1 federal to non-federal match
- ☐ My project is NOT legally required mitigation or otherwise required by law or settlement
- ☐ My project is NOT land acquisition
- ☐ My project is NOT beach nourishment
- ☐ My requested federal budget falls between \$200K and \$2M
- ☐ My application contains documentation of Governor approval, or I plan to submit it by July 31, 2015.

Proposal Content (See FFO Section IV)

Federal Forms:

- ☐ Application for Federal Assistance: SF-424 (7/03 version or newer)
 - ☐ My start and end dates encompass a 1-3 year period
- ☐ Budget Information for Non-construction Programs: SF-424A
 - ☐ My required non-federal match is shown separately from my federal request
- ☐ Assurances for Non-construction Programs: SF-424B
- ☐ Certification Regarding Lobbying: CD-511
- ☐ Disclosure of Lobbying Activities: SF-LLL (if applicable)

Project Summary: (2 pages)

- ☐ Did you address all 11 items listed on page 10 of the FFO?

Project Narrative: (15 pages)

- ☐ Respond to all the Evaluation Criteria (page 17-20 of the FFO)
- ☐ Respond to the suggested elements of a project narrative such as:
 - ☐ Describe annual or other interim project milestones
 - ☐ Include a project time line
 - ☐ Include a discrete monitoring plan
- ☐ Discuss how your project meets the Program Priorities (page 4-5) if applicable
- ☐ Data Sharing Plan (2 pages)

Budget Narrative: (2 pages)

- ☐ Detailed budget broken out by SF-424A object classes

Supplemental Information

- ☐ Project Designs
- ☐ Site map or aerial photo
- ☐ 1-page resumes of up to 3 key staff
- ☐ Support letters, especially from land owner/manager
- ☐ Federally Negotiated Indirect Cost Rate Agreement (if applicable)
- ☐ Other documents that support your application

Submission Process (Either submission method may be used, but Electronic is preferred)

Electronic:

- ☐ Complete all actions on the Grants.gov [registration page](#)
- ☐ Review the file name guidance for attachments
- ☐ Verify receipt of [3 emails from Grants.gov](#) (including one that says your application was delivered to NOAA)

Hard Copy:

- ☐ Did you SIGN all the federal forms (where it says "signed by Grants.gov")?

Did you call your NOAA contact, Melanie Gange (Melanie.Gange@noaa.gov, 301-427-8664), and ask all your questions?